



**U.S. DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Recruiting Bulletin**

**OPENING DATE:** November 12, 2014  
**CLOSING DATE:** December 17, 2014

**Recruiting Bulletin No:** 2015 Test-31/15/01-LCOM\_Phoenix  
**Denver Regional Census Office**  
**Lakewood, Colorado**

**CUT-OFF DATES:** The initial cut-off date of this Recruitment Bulletin is 5:00 pm **MDT** Wednesday, November 26, 2014. All qualified applicants received by this date will be referred to the selecting official.

There will be subsequent cut-off dates until all positions are filled or until the Recruitment Bulletin expires at 5:00 pm **MDT** December 17, 2014. All qualified applicants received by the cut-off dates listed below will be referred to the selecting official until all positions are filled. Applicants need only apply one time to this recruitment bulletin but must apply for all grades the applicants feels he/she is qualified.

5:00 pm **MDT**, Wednesday, November 26, 2014

5:00 pm **MDT**, Wednesday, December 10, 2014

5:00 pm **MDT**, Wednesday, December 17, 2014

**POSITION:** Local Census Office Manager (LCOM)

**SALARY:** \$28.25 per hour

**PROMOTION POTENTIAL:** There is no promotion potential for this position.

**Number of Vacancies:** One (1)

**EXCEPTED SERVICE APPOINTMENT:** This position has a not-to-exceed (NTE) date of September 31, 2015

**SELECTIVE FACTOR:** In limited areas, this position may have a language requirement. Indicate clearly on your application/resume that you speak, read and write fluently. Bilingual applicants are encouraged to apply.

**WORK SCHEDULE:** This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

**AREA OF CONSIDERATION:** This position is located in the Phoenix, Arizona Local Census Office.

**Who May Apply-External – All Sources**

All U.S. citizens.

**RELOCATION EXPENSES WILL NOT BE PAID.**

**DUTIES: Local Census Office Manager (LCOM):** The position manages staff and resources to carry-out office and/or field procedures; to direct and control all operational functions, resources, personnel; and implements a team-based environment to lead a temporary staff of office and field employees through multiple levels on accomplishing production goals and quality standards of enumerating all of the residences in the 2015 Census Test area of operation. The position must build strong local support for the Census by establishing effective relationships with local community-based and volunteer organizations and/or governments, and marketing the Census message to local media outlets (may include interviewing with these outlets.) The position will also include developing and making presentations; adapting the presentation to the specific audience; and speaking extemporaneously to a variety of audiences. This position will analyze office production operations and seek to eliminate bottlenecks and impediments to efficiency. Incumbent must analyze analytical and anecdotal information to develop systems for an efficient office operation supporting field activities.

### **QUALIFICATIONS:**

To qualify for the Local Census Office Manager position, all applicants **MUST**

- 1) Pass a written management test; and
- 2) Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Local Census Office Manager. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

**EVALUATION CRITERIA:** Please review the Evaluation Criteria at the end of this bulletin.

### **CONDITIONS OF EMPLOYMENT:**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment. You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**HOW TO APPLY:** Each applicant must submit:

1. An Application: The following formats may be used
  - a. Optional Application for Federal Employment (OF-612), or
  - b. A resume for this position, listing your work duties and accomplishments relating to the job for which you are applying.

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable.
  - Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
  - Social Security number
  - Country of citizenship (**this Federal job requires U.S. citizenship**).
  - Veteran's Preference – Applicants claiming 10-point veterans' preference must submit an SF-15, Application for 10-Point Veteran's Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
  - Highest Federal civilian grade held (if applicable)
  - Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.
  - Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
  - Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
  - Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
  - Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (insert telephone number).
2. Each applicant must submit the attached form with answers to the Evaluation Criteria Statement for the LCO Manager Position.
  3. Take a test for the position.

Applicants requiring reasonable accommodation for any part of their application and hiring process should contact Recruiting at 877-233-4776.

**Complete application package must be received by the closing date of the bulletin and submitted either by mail to:**

Denver Regional Office  
6950 W. Jefferson Ave.  
Suite 250  
Lakewood, CO 80235  
ATTN: RCC – Recruiting

**Or by email to:** [DENVER.RCC.RECRUITING@CENSUS.GOV](mailto:DENVER.RCC.RECRUITING@CENSUS.GOV)

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

**OTHER INFORMATION:**

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Applicants must be 18 years or older to be hired.
- Applicants must be a U.S. citizen.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or a buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Disabled Veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling Recruiting at 877-233-4776.
- Selected applicants must pass a background investigation.

For further information on this vacancy, contact Recruiting at 877-233-4776.

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH  
DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE  
APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON  
GRANTING REASONABLE ACCOMMODATION WILL BE A CASE-BY-CASE BASIS.**

**THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF  
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL  
ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE  
ORGANIZATION, OR OTHER NON-MERIT FACTOR.**

<b>To be considered, applicants must complete the form below addressing each of the following and submit with application.</b>	
<b>EVALUATION CRITERIA STATEMENT FOR LOCAL CENSUS OFFICE MANAGER</b>	
<b>COLUMN A</b>	<b>COLUMN B</b>
Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.	Applicants are also required to complete the following. <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b><u>OR</u></b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b><u>must include</u></b> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Circle the appropriate letter.)</b></p> <p>a. As my primary responsibility, I have experience with <b><u>both</u></b> of the following: managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); managing employees who worked in multiple geographic locations; <b><u>and</u></b>, ensuring that work product is conducted in accordance with government or corporate policy and regulations.</p> <p>b. As my primary responsibility in a former position, I have experience with <b><u>both</u></b> of the following: a) managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); <b><u>and</u></b>, ensuring that work product is conducted in accordance with government or corporate policy and regulations.</p> <p>c. I have experience with <b><u>both</u></b> of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); <b><u>and</u></b> ensuring that work product is conducted in accordance with government or corporate policy and regulations.</p> <p>d. My experience is less than what is described above.</p>	<i><b>Response must support answer circled in Column A.</b></i>

**EVALUATION CRITERIA STATEMENT FOR  
LOCAL CENSUS OFFICE MANAGER**

COLUMN A	COLUMN B
<p><b>2. Please select the answer that best describes your experience effectively communicating organizational goals.</b></p> <p>a. I have experience <b>representing my organization</b> by preparing and giving speeches and presentations to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or participation in organizational programs. Specifically, I have established relationships with diverse <b>cultural, community, religious, or other nongovernmental organizations</b> to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.</p> <p>b. I have experience <b>representing my organization</b> by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience <b>has not included</b> developing working relationships with diverse <b>cultural, community, religious, or other nongovernmental organizations</b>. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to <b>internal</b> customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>
<p><b>3. Please select the answer that best describes your experience with the administrative functions of an office.</b></p> <p>a. I have managed the administrative functions of an office of at least 50 employees. I have done <u>all</u> of the following: recruitment, selection, hiring, training, <u>and</u> disciplining subordinate staff.</p> <p>b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: recruitment, selection, hiring, training, <u>and/or</u> disciplining subordinate staff.</p> <p>c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: recruitment, selection, hiring, training, <u>and/or</u> disciplining subordinate staff.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>